

# MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

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## OPEN COMPETITIVE

## UTILIZATION MANAGER

**Position available with Correctional Health, Psych Estrella Division**

**Work Location: 111 W Monroe, Ste 900, Phoenix, AZ 85003**

### Conditions of Employment

This position is Unclassified under Merit System Rules.

### Recruitment Dates

Monday, August 30, 2004 – Open Until Filled

### Salary

\$25.00 - \$36.39 Per Hour

### Qualification Guidelines

Bachelor's Degree in Nursing, Health Care Administration, Business, Organizational Management or related field. A Master's Degree preferred. At least five years experience in utilization or case management within a healthcare or managed care organization, including two years in a supervisory role OR eight years of varied clinical background desired.

**NOTE:** Must be able to obtain security clearance from Maricopa County Sheriff's Office.

### Essential Job Tasks

Supervises all utilization coordination personnel to assure quality/cost effective healthcare delivery while promoting high service standards. Develops strategic plans to reduce medical costs while maintaining a high-quality medical delivery system. Formulates policies and procedures for departmental activities and monitors compliance. Establishes and implements activities to motivate and develop staff to promote increased efficiency and job satisfaction. Conducts yearly evaluations and counseling sessions as required. Prepares management reports/data collection to communicate activities and cost-effectiveness of the department. Assist staff in making complex clinical and administrative decisions, through appropriate use of policies and Medical Directors' input. Develops and implements departmental performance improvement indicators and goals through identification of key work processes. Participates on Committees and establishes and promotes effective collaboration with other matrix partners within the organization. Functions as an educator of members, the health care team and the community regarding the utilization coordination process and specific health care issues. Participates in regular staff meetings to disseminate information and receive feedback to enhance quality of service delivery. Interprets and establishes oversight to assure compliance with all regulations and program requirements. Prepares and participates in the National Commission on Correctional Health Care regulatory audits. Additional responsibilities as deemed necessary by management.

### Selection Procedure

The hiring authority will select the successful candidate based on departmental needs.

### Filing Process

**Send completed applications directly to Correctional Health Services ONLY.**

For further information and to obtain application materials, please contact:

Correctional Health Services (602) 506-1092

111 W. Monroe St., Phoenix, AZ 85003

Fax: (602) 506-2160

Online: [www.maricopa.gov](http://www.maricopa.gov)

### Equal Employment Opportunity

IT IS THE POLICY OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES. MARICOPA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.